



King County

Records and Licensing Services Division

STEP-BY-STEP GUIDE

How to obtain a For-Hire Permit

(For Applicants who are renewing their permit)

Use this checklist if the statements below apply to you:

- ✓ I have been contracted with a TNC
- ✓ I am renewing my For-Hire permit

Checklist (for a detailed process, go to the next page)	
The Driver needs to provide...	TNC or 3rd party provider to provide....
<p><i>Required documents:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Copy of valid *Washington State Driver's License<input type="checkbox"/> Proof of full-time school enrollment (if student)<input type="checkbox"/> Vehicle Inspection Certificate<input type="checkbox"/> Vehicle Registration Certificate<input type="checkbox"/> For-Hire Permit and Vehicle Endorsement Application <p><i>To be emailed:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> See the last page for instructions on "how to" properly submit an application via email<input type="checkbox"/> All required documents stated above <p><i>To be provided in-person:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Valid *Washington State Driver's License <p><small>* Home state driver's License with active Military ID or Student ID with proof of full time enrollment and nonresident status may be an acceptable alternative, subject to review and approval</small></p>	<ul style="list-style-type: none"><input type="checkbox"/> Verification of Criminal Background Check<input type="checkbox"/> Verification of Driver's Abstract

Please note: While it is not required that you provide King County a copy of your [City of Seattle business license](#) or business license from other cities, for purposes of this application, drivers are required to have a city business license for cities in which they operate.

STEP-BY-STEP GUIDE

For your convenience, the application can be emailed to the King County Records and Licensing Services Division. In order to avoid processing delays or rejection of your application please make sure to follow the steps below. See last page for instructions on "how to" properly submit an application via email.

Step 1: Gather and Complete Required Documents

- Provide a copy or picture of the front and back side of your [Washington State Driver's License](#) (Home state driver's license with active military or full-time student ID may be acceptable)
- Provide a school transcript showing full-time enrollment if you are a student with an out-of-state driver's license
- Provide a copy or picture of your [Vehicle Inspection Certificate](#) which has been certified by a City of Seattle approved mechanic.
- Provide a copy or picture of your Vehicle Registration Certificate.

Step 2: Email your King County For-Hire Permit and Vehicle Endorsement Application + Completed Required Documents (or present in-person)

Note: See last page for instructions on "how to" properly submit an application via email.

- If you present your application via email:
 - Download the [For-Hire Permit and Vehicle Endorsement Application](#) available on the website
 - Fill out the application, any missing information may delay processing or result in rejection of your application
 - Email your application along with the other required documents to forhiredriver@kingcounty.gov (see email instructions on the last page)
- If you present your application in person:
 - Download the [For-Hire Permit and Vehicle Endorsement Application](#) available on the website or the form is available at the King County for-hire driver licensing counter
 - Fill out the application before coming to the King County Administration Building, any missing information may delay processing or result in rejection of your application
 - Make sure to have your Washington State Driver's License on hand (Home state driver's License with active Military ID or Student ID with proof of full time enrollment and nonresident status may be an acceptable alternative, subject to review and approval)

Step 3: Notification of Approved Permit and Pick-up

- If you presented your application via email:
 - You will receive an email from King County confirming your application has been approved, and ready to be picked up at the counter.
 - At the time of pick-up, you will receive your permit, vehicle endorsement and decal.
 - Make sure to have your Washington State Driver's License on hand (Home state driver's License with active Military ID or Student ID with proof of full time enrollment and nonresident status may be an acceptable alternative, subject to review and approval)
- If you presented your application in person:
 - You will receive an email from King County confirming your application has been approved
 - Your for-hire permit will be mailed to your home address, along with your vehicle endorsement and decal

Instructions on how to properly submit an application via email

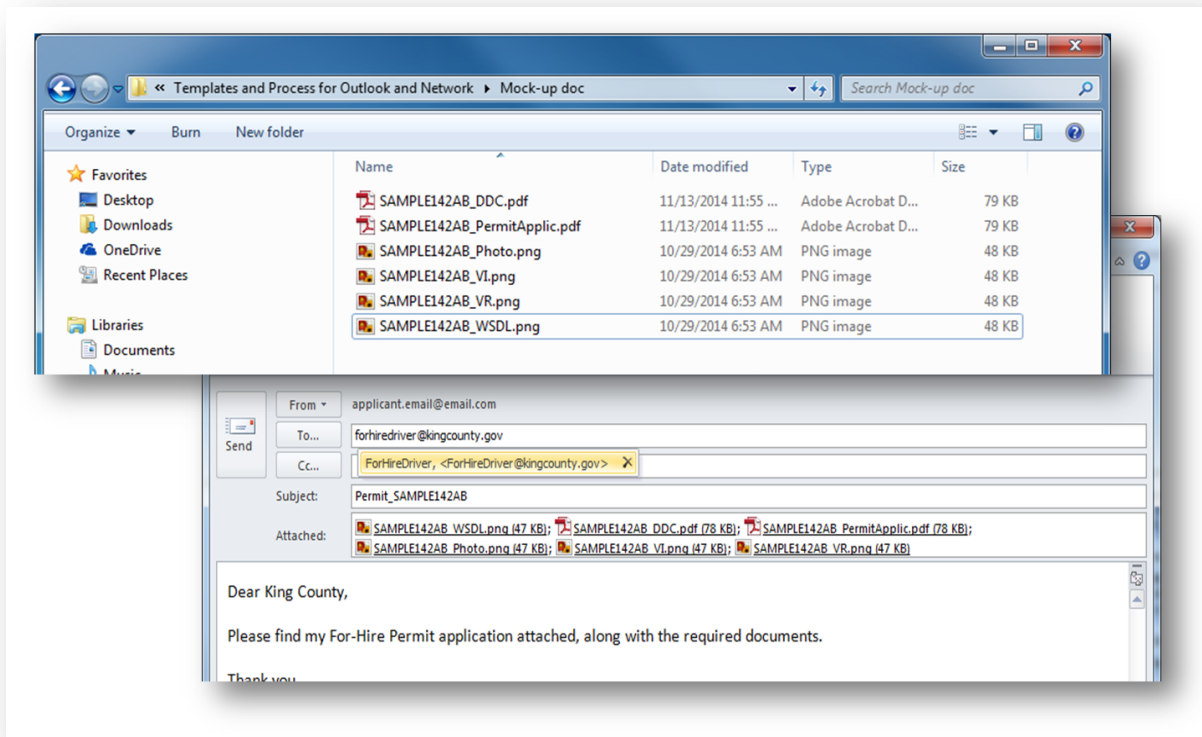
Please follow this 2-step process when sending your complete application via email.

1. Make sure to title the subject line with: Permit_(your ID)

The image shows a screenshot of an email client window titled "Permit_SAMPLE142AB - Message (HTML)". The window has a menu bar with "File", "Message", "Insert", "Options", "Format Text", "Review", and "Developer". Below the menu bar is a toolbar with various icons for text formatting and attachments. The email composition form is visible, showing the "From:" field as "applicant.email@email.com", the "To:" field as "forhiredriver@kingcounty.gov", and the "Subject:" field as "Permit_SAMPLE142AB". Three orange callout boxes provide additional instructions:

- Verify Email**: A callout pointing to the "To:" field.
- Permit_SAMPLE142AB is an example of a Washington State Driver's license. Please make sure to put yours here.** (Home state driver's license with active military or full-time student ID may be acceptable): A callout pointing to the "Subject:" field.
- Note the subject line includes the type of application you are applying for. In this instance it is a For-Hire Permit (Permit).**: A callout pointing to the "Subject:" field.

2. Make sure to correctly name your documents before you attach them to your email



Please use the file names as indicated below

Document	File Name	Example
*Washington State Driver's License	WSDL	SAMPLE132AB_WSDL
(or) Military Identification	MI	SAMPLE132AB_MI
(with) Home State Driver's License	HSDL	SAMPLE132AB_HSDL
(or) Student Identification	SI	SAMPLE132AB_SI
(with) Proof of Full-time School Enrollment – for example: transcript)	FTE	SAMPLE132AB_FTE
Digital Photo	Photo	SAMPLE132AB_Photo
Vehicle Inspection Certificate	VI	SAMPLE132AB_VI
Vehicle Registration Certificate	VR	SAMPLE132AB_VR
Defensive Driver Training	DDC	SAMPLE132AB_DDC
For-Hire Permit and Vehicle Endorsement Application	PA	SAMPLE132AB_PA

** Home state Driver's License with active Military or Student ID with proof of full-time enrollment may be an acceptable alternative.*